



Job Announcement

<http://www.mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date: June 4, 2015

Job Title: Criminal Assistant

PIN: 059975

Location: Circuit Court for Baltimore City
Baltimore, Maryland

Closing Date: June 18, 2015

Position Type: Regular Full Time

FLSA Status: Non- Exempt

Grade/Salary: J06 \$30,761 - \$36,447

(Depending on Qualifications)

Financial Disclosure: No

Essential Functions: Prepares new criminal case files by reviewing charging documents, inputting initial docket information and establishing case file folder for the documents. Maintains case dockets by entering records of case documents as they are received using a computer keyboard. Assists the public, attorneys, and other agencies by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares summonses, writs, expungements, releases, bail bonds, bills for costs, etc., via a computer system. Assesses fees and court costs, and collects money using a computerized cash register. Prepares and issues bills. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Knowledge of legal terminology. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related codes, policies, procedures, rules, regulations and laws as required. Ability to work efficiently within considerable time constraints. Ability to perform basic mathematical calculations. Ability to operate a cash register. Ability to operate a personal computer and type 35 net wpm with no more than 5 errors, as demonstrated by successful completion of a typing test. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Circuit Court for Baltimore City
Room 446 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.